



Grants Management Division (GMD)

User Manual

Award Closeout Processing

NOAA Grants Online Program Management Office

April 2018
Version 4.24

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Closeout Process

The closeout process cannot begin until the Award expiration date has passed and the Award status has changed from Accepted to Expired. The Grantee can then submit the Final Performance Progress Report and the Final Federal Financial Report. When all Final reports are received and accepted (steps 1 - 3b/4b on the GMD-4 process map), the Grant Specialist(s) affiliated with the Line Office/Region for the Award receives an email notification that work can then commence on the Financial Closeout (step 6 on the GMD-4 process map). The De-Obligation memo is sent to the Grants Officer for approval. Once the De-Obligation memo is approved, any remaining ASAP funds should be de-authorized.

When the Financial Closeout is complete, the Administrative (Manual) Closeout must also be addressed. Completion of the Administrative Closeout is a manual process that requires one of three responses: Yes, No, or N/A to a series of questions.

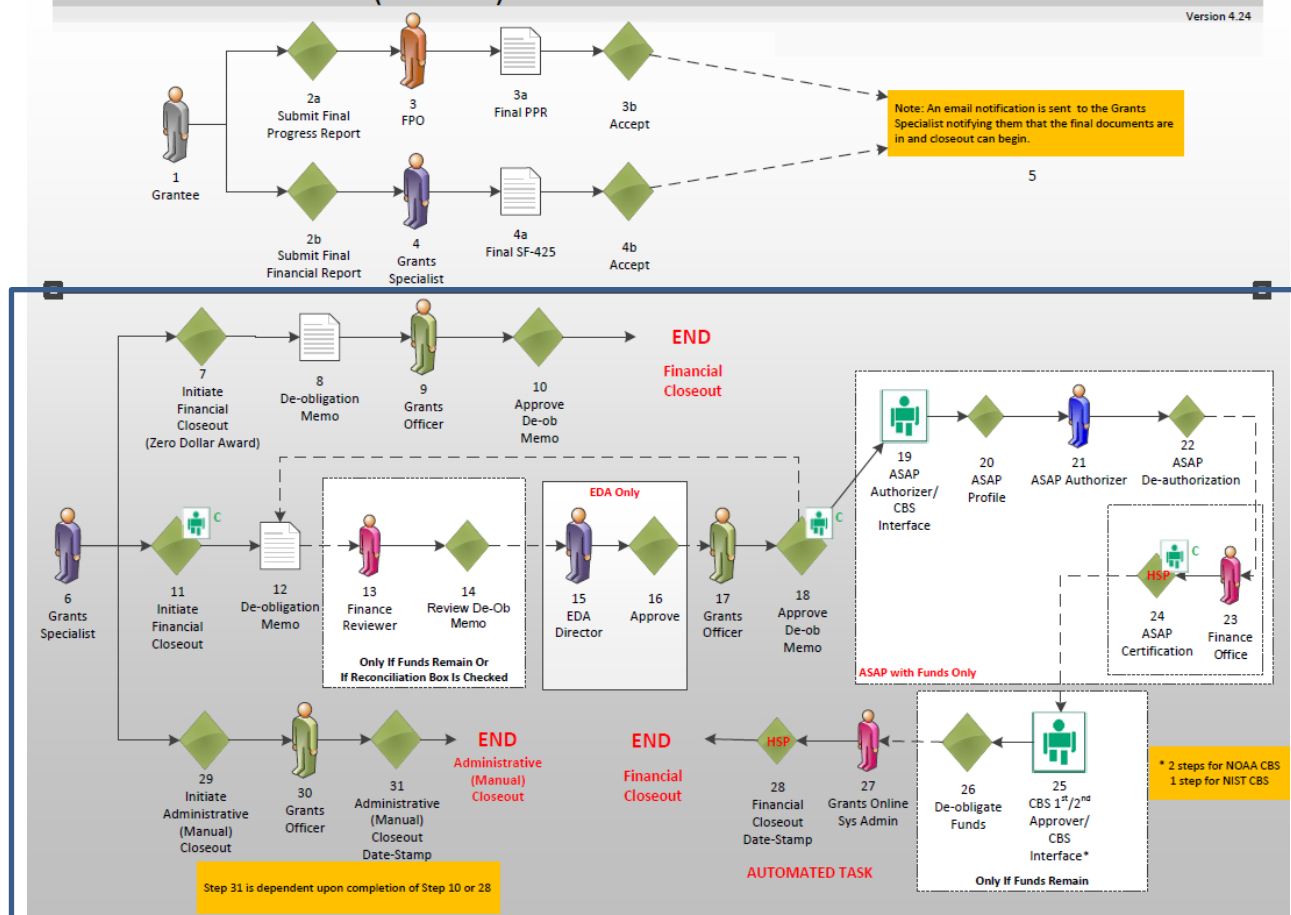
Please note, step-by-step instructions in this guidance document focus on steps 6 – 31 on the GMD-4 process map below (surrounded by the blue box).

Note (EDA): In this document the term Grants Management Division (GMD) is synonymous to Grants Management.

Closeout Workflow (GMD-4)

April 23, 2018

Version 4.24



Initiate Financial Closeout

1. There is no task to initiate the Financial Closeout of an Award. To commence the Financial Closeout, click the **Awards** tab and then click the **Search Awards** link.
2. From the Search Awards page, the user has the option to input information for one or more data element(s) or just click the **Search** button to view Awards for his/her organization.
3. Click the **Search** button.

Search Awards

Award Number:

Recipient Name:

DBA Name:

Project Title:

Award Status:

PI-PD Last Name:

Supplementary Information Category:

Supplementary Value:

4. When the search results display, click the **Award Number** link for the Award for which the Financial Closeout should occur.

Search Awards

Award Number:

Recipient Name:

DBA Name:

Project Title:

Award Status:

PI-PD Last Name:

Supplementary Information Category:

Supplementary Value:

Please use the above fields to narrow down your search. Searches are not case-sensitive.
Fields can be partially completed to get all matching results. Use % as wildcard in search string.

Search Results

2 items found, displaying all items.1

Award Number	Org ID	Recipient Name	DBA Name	Project Title	Award Status	Principal Investigators-Project Directors
NA18NOS4820019	2005815	MARSH ELECTRONICS, INC.		RGSN TEST 4.24 -- Closeout \$ left	Accepted	Tonny Marr
NA18NOS4810020	2005809	ECO-KINETIC, LLC			Expired	None Designated

5. The Grants File launch page is displayed. Choose **Initiate Financial Closeout** from the Action dropdown menu and click the **Submit** button.

Grants File - NA18NOS4810020

Id: 2686913
Status: Expired

Action: Please select an action
Your Comments:

Submit

Please select an action
Create Administrative Amendment
Create Award Action Request
Create Enforcement
Create SF270
Initiate Financial Closeout
Initiate Manual Closeout
Request Extension to Closeout
Submit Additional Closeout Documents
Submit Satisfied Special Award Conditions
View Accounting Details
View/Manage Award-related Personnel



NOTE: If the user does not have the **Initiate Financial Closeout** option, refer to the [Override Section](#).

6. The De-obligation Memo is displayed.

MEMORANDUM: NOAA Finance Office
FROM: Grants Management Division
SUBJECT: FINANCIAL CLOSEOUT
De-obligation Request for Award: NA18NOS4810020

Total Federal Funding (entire award): \$250.00
Recipient Name: ECO-KINETIC, LLC
EIN: 455478252
DUNS: 006471761
ASAP ID (if applicable):
Award Period: 10/01/2017 - 11/06/2017
Federal Program Officer: Ana Holt
Obligation Number: (Available only for Interfaced Awards) 785327
Total De-obligation Amount from CBS: (Available only for Interfaced Awards) \$250.00

Item #/MDL	ACCS	Amount to De-obligate
1 / 1	14 2018 1 02-21-16-001 28LEF28-P00 30-21-0002-00-00-00 41-11-00-00	\$250.00

The Grants Management Division has reviewed the subject award for final closeout. This document serves as authorization to proceed with the de-obligation process.

URI:
***Justification for De-obligation:**
(select template)

Spell Check

***Financial Closeout Checklist:**
The Grants Management Division recognizes there is a reconciliation issue with this grant in the CBS: ☒

Grants Officer Approval:
Finance Office Approval: N/A

Attachments:
No attachments.

Add new Attachment: [\[+\]](#)
Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.
[Large File Guidance](#)

Save and Start Workflow | Save | Cancel | Print Memo | Print Final Financial Report



NOTE: If any money remains on a NOAA Interfaced Award, the Financial Closeout Checklist box will be checked automatically. When the Financial Closeout Checklist box is checked, the memo will automatically go to the Finance Reviewer for review.

7. The section in the blue box below indicates the **Total De-obligation Amount from CBS** and the subsequent **ACCS Line** are only applicable to NOAA Interfaced Awards. For all other Awards, the de-obligation amount defaults to zero on the screen but the actual de-obligation amount is based on the Final Financial Report.

MEMORANDUM:		NOAA Finance Office
FROM:		Grants Management Division
SUBJECT:		FINANCIAL CLOSEOUT
		De-obligation Request for Award:
		NA18N054810020
Total Federal Funding (entire award):		\$250.00
Recipient Name:		ECO-KINETIC, LLC
EIN:		455478252
DUNS:		006471761
ASAP ID (if applicable):		
Award Period:		10/01/2017 - 11/06/2017
Federal Program Officer:		Ana Holt
Obligation Number: (Available only for Interfaced Awards)		785327
Total De-obligation Amount from CBS:		\$250.00
(Available only for Interfaced Awards)		
Item # / MDL	ACCS	Amount to De-obligate
1 / 1	14 2018 1 02-21-16-001 28LEF28-P00 30-21-0002-00-00-00 41-11-00-00	\$250.00

8. Under Justification for De-obligation, choose the applicable template.

URI:

*Justification for De-obligation:

----- (select template) -----

----- (select template) -----

Closeout Not Reconciled

Closeout Reconciles

Closeout Return Check

Declined Amendment

NIST-Closeout Reconciles

Reduction in Funding

Research Set Aside

0 / 4000

Spell Check

The selected template results in standard language being populated in the text box. The user should modify as appropriate.

URI:

*Justification for De-obligation:

Closeout Reconciles

The Grants Management Division received the Final SF-425 (attached) and authorizes the close-out process to proceed. De-obligations and closeout are authorized for the remaining balance identified on the final Federal Financial Report (SF-425) which reconciles with the Commerce Business System (CBS).

301 / 4000

Spell Check

9. As appropriate, update the Financial Closeout Checklist checkbox.

*Financial Closeout Checklist:

The Grants Management Division recognizes there is a reconciliation issue with this grant in the CBS:

☒



NOTE: EDA must manually check this box if there is money left on the Award.

10. To include attachments, at the bottom of the screen, click the **[+]** sign beside the words Add new Attachment.

Attachments:

No attachments.

Add new Attachment: **[+]**

Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.

[Large File Guidance](#)

Save and Start Workflow **Save** **Cancel** **Print Memo** **Print Final Financial Report**

11. When the below screen displays, there are two mandatory fields: Filename* and Description*. Click the **Choose File** button to navigate to the file you would like to attach. Provide a brief description of the attachment. When finished with data entry, click the **Save Attachment** button.

Attachments:

No attachments.

Add new Attachment: **[+]**

Filename: * **Choose File** No file chosen

Description: *

Spell Check

Internal use only ☐

Save Attachment

Any changes to information on this page should be saved before adding or removing attachments.

[Large File Guidance](#)

12. The user must click the **Save and Start Workflow** button to proceed to the next step. The workflow should be started after all relevant information has been entered for the de-obligation memo and all attachments have been included.

MEMORANDUM: NOAA Finance Office
FROM: Grants Management Division
SUBJECT: FINANCIAL CLOSEOUT
De-obligation Request for Award:
NA18N054810020

Total Federal Funding (entire award): \$250.00
Recipient Name: ECO-KINETIC, LLC
EIN: 455478252
DUNS: 006471761
ASAP ID (if applicable):
Award Period: 10/01/2017 - 11/06/2017
Federal Program Officer: Ana Holt
Obligation Number: (Available only for
Interfaced Awards) 785327
Total De-obligation Amount from CBS: \$250.00
(Available only for Interfaced Awards)

Item #/MDL	ACCS	Amount to De-obligate
1 / 1	14 2018 1 02-21-16-001 28LEF28-P00 30-21-0002-00-00-00-00 41-11-00-00	\$250.00

The Grants Management Division has reviewed the subject award for final closeout. This document serves as authorization to proceed with the de-obligation process.

URI:
***Justification for De-obligation:**
Closeout Reconciles
The Grants Management Division received the Final SF-425 (attached) and authorizes the close-out process to proceed. De-obligations and closeout are authorized for the remaining balance identified on the final Federal Financial Report (SF-425) which reconciles with the Commerce Business System (CBS).

Financial Closeout Checklist:
The Grants Management Division recognizes there is a reconciliation issue with this grant in the CBS: ☒

Grants Officer Approval:
Finance Office Approval: N/A

Attachments:

Name	Short Description	Created Date	Internal Use Only	Remove
Attachment.docx	Attachment description	11/13/2017 02:55:13 PM	No	Remove

Download All [Large File Guidance](#)

Add new Attachment: **[+]**

Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.

Save and Start Workflow **Save** **Cancel** **Print Memo** **Print Final Financial Report**

13. If funds remain or if the reconciliation box is checked, to move the de-obligation memo forward in the closeout process, the Grants Specialist should choose **Forward De-obligation to Finance Reviewer** from the Action dropdown menu.

Financial Closeout - NA18NOS4810020

Id: 2686957
Status: In Progress: GrantsSpecialistActions - Not Started

Action: Please select an action **Submit**

Your Comments: Please select an action

Forward De-obligation to Finance Reviewer
 Revalidate De-obligation Memo
 Revalidate De-obligation Memo and Ignore Warnings
 Review/Revise De-obligation Memo

Spell Check

Save Comment

If no funds remain, the user will have the option to **Forward De-obligation to Grants Officer**. After selecting the appropriate option click the **Submit** button to complete the task.

Financial Closeout - NA18NOS4820010

Id: 2687161
Status: In Progress: GrantsSpecialistActions - Not Started

Action: Please select an action **Submit**

Your Comments: Please select an action

Forward De-obligation to Grants Officer
 Revalidate De-obligation Memo
 Revalidate De-obligation Memo and Ignore Warnings
 Review/Revise De-obligation Memo

Spell Check

Save Comment

14. Once the Financial Reviewer approves the de-obligation memo, the task is sent to the Grants Officer for approval. The screen below shows Review De-obligation as a task in the Grants Officer's Inbox.

Your Tasks

Document Type: All Status: Open **Apply Filter >>**

23 items found, displaying all items.1

View	Award Number	Document Type	Approved Federal Funding	Total Federal Funding	Task Status	Task Received Date	Task Name	Start Date	Completed Date	Document Id	Task Id	RFA Name	Proposal Number
View	NA18NOS4810020	Financial Closeout	\$250.00	\$250.00	Not Started	11/13/2017	Review De-obligation			2686957	5612372	N/A	N/A
View	NA18NOS4820009	Award File	\$300.00	\$800.00	In Progress	10/18/2017	Review Award File	10/18/2017		2686606	5610524	TEST NCRFA -2018 A	N/A
View	NA18NOS4820003	Award File	\$30.00	\$600.00	Not Started	10/18/2017	Review Release of			2686579	5610466	TEST Grants.gov	N/A

15. When appropriate, the Grants Officer should choose the **Review / Revise De-obligation Memo** option and when satisfied with the details in the Memo, choose the **Approve De-Obligation Memo** option from the Action dropdown menu. Click the **Submit** button

Financial Closeout - NA18NOS4810020

Id: 2686957
Status: In Progress: GrantsOfficerActions - Not Started

Action: Please select an action **Submit**

Your Comments: Please select an action
Approve De-Obligation Memo
Return De-obligation Memo to Grants Specialist
Review/Revise De-obligation Memo

Spell Check

Save Comment



NOTE: If the Grants Officer attempts to approve the De-Obligation Memo for a NOAA Interfaced Award more than 90 days after the Award expiration date, ASAP processing is no longer available. Therefore, an error message will be displayed. To remedy the error, the Grants Officer must notify the Grants Online Help Desk in writing regarding the error. The Help Desk contacts GMD on behalf of the Grants Officer. GMD updates the data so the Grants Officer can approve the Financial Closeout De-Obligation Memo in Grants Online.

16. This completes the Financial Closeout task. If the user navigates to the Grant File, this is noted as per the screenshot below.

Sub Documents

Type	ID	Title	Status	Status Date	Federal Funding	Non-Federal Funding
Award Package	2686919	Closeout Processing Document - Ana Holt	Expired - De-obligated	11/13/2017	\$250.00	\$250.00
Special Award Condition Report	2686919	Special Award Condition Report			\$0.00	\$0.00
Award File 0	2686914	Closeout Processing Document - Ana Holt	Accepted	11/07/2017	\$250.00	\$0.00

Export options: [Excel](#)

Associated Documents

Type	ID	Title	Status	Status Date
Financial Closeout	2686957	Financial Closeout	Completed	11/13/2017

Export options: [Excel](#)

[Correspondence and Federal Reports](#)

(This section not viewable by recipient users.)

Initiate Administrative (Manual) Closeout

1. There is no task to initiate the Administrative (Manual) Closeout of an Award. To commence the Administrative (Manual) closeout, click the **Awards** tab and then click the **Search Awards** link.
2. From the Search Awards page, the user has the option to input information for one or more data element(s) or click the **Search** button to view Awards for his/her organization.
3. Click the **Search** button.

Search Awards

Award Number:

Recipient Name:

DBA Name:

Project Title:

Award Status:

PI-PD Last Name:

Supplementary Information Category:

Supplementary Value:

Search **Reset**

4. When the search results display, click the **Award Number** link next to the Award for which the Administrative (Manual) Closeout should occur.

Search Awards

Award Number:

Recipient Name:

DBA Name:

Project Title:

Award Status:

PI-PD Last Name:

Supplementary Information Category:

Supplementary Value:

Search **Reset**

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

Search Results

2 items found, displaying all items.1

Award Number	Org ID	Recipient Name	DBA Name	Project Title	Award Status	Principal Investigators-Project Directors
NA18NOS4820019	2005815	MARSH ELECTRONICS, INC.		RGSN TEST 4.24 -- Closeout \$ left	Accepted	Tonny Marr
NA18NOS4810020	2005809	ECO-KINETIC, LLC		Document - This Item	Expired	None Designated

5. The Grants File launch page is displayed. Choose **Initiate Manual Closeout** from the Action dropdown menu and click the **Submit** button.

Grants File - NA18NOS4810020

Id: 2686913
Status: Expired - De-obligated

Action: Please select an action **Submit**

Your Comments: Please select an action

Initiate Manual Closeout
Request Extension to Closeout
Submit Additional Closeout Documents
Submit Satisfied Special Award Conditions
View Accounting Details
View/Manage Award-related Personnel

Save Comment



NOTE: If the user does not have the **Initiate Manual Closeout** option, refer to the [Override Section](#).

6. The Administrative (Manual) Closeout screen is displayed. A response **must** be provided for each item.

Manual Closeout : NA18NOS4810020

Has the Recipient Organization: ECO-KINETIC, LLC completed the following closeout documents?

- * 1.The countersigned copy of the grant award/amendments ☐ Yes
☐ No
☐ N/A
- * 2.Cost-share/match requirements/met in accordance with the award ☐ Yes
☐ No
☐ N/A
- * 3.Indirect costs consistent with the award ☐ Yes
☐ No
☐ N/A
- * 4.Suspended/disallowed costs resolved ☐ Yes
☐ No
☐ N/A
- * 5. Government property accounted ☐ Yes
☐ No
☐ N/A
- * 6. Patents/royalties/invention submitted, if applicable ☐ Yes
☐ No
☐ N/A
- * 7.Advance/excess payments returned ☐ Yes
☐ No
☐ N/A
- * 8. Final SF-270(if applicable) received & forwarded to Finance ☐ Yes
☐ No
☐ N/A
- * 9. Final financial reports (SF-269/SF-272/SF-425) received forwarded to Finance ☐ Yes
☐ No
☐ N/A
- * 10. Final performance certification/report received & accepted ☐ Yes
☐ No
☐ N/A
- * 11.File purged of unneeded and duplicate correspondence ☐ Yes
☐ No
☐ N/A

Note: The Attachments link does not appear until the document is saved.

Save Save and Start Workflow Cancel

- At any time to add an attachment click the **Save** button; the Attachments link is visible at the bottom of the page. Click the **[+]** sign beside the words Add New Attachment.

Manual Closeout : NA18NOS4810020

Has the Recipient Organization: ECO-KINETIC, LLC completed the following closeout documents?

* 1.The countersigned copy of the grant award/amendments	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
* 2.Cost-share/match requirements/met in accordance with the award	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
* 3.Indirect costs consistent with the award	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
* 4.Suspended/disallowed costs resolved	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
* 5. Government property accounted	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
* 6. Patents/royalties/invention submitted, if applicable	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
* 7.Advance/excess payments returned	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
* 8. Final SF-270(if applicable) received & forwarded to Finance	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
* 9. Final financial reports (SF-269/SF-272/SF-425) received forwarded to Finance	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
* 10. Final performance certification/report received & accepted	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
* 11.File purged of unneeded and duplicate correspondence	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Attachments:

No attachments.

Add new Attachment **[+]**

Filename: * Attachment.docx

Description: *

22 / 1000

Internal use only ☐

Save Attachment

Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.

[Large File Guidance](#)

Grants Officer: _____ Signature Date: _____

Save | Save and Start Workflow | Cancel

- When the Attachments section displays, there are two mandatory fields: Filename* and Description*. Click the **Choose File** button to navigate to the file you would like to attach.
- Provide a brief description of the attachment. When finished with data entry, click the **Save Attachment** button.

10. The user must click the **Save and Start Workflow** button to proceed to the next step. The workflow cannot start until all questions have been answered.

Manual Closeout : NA18NOS4810020
Has the Recipient Organization: ECO-KINETIC, LLC completed the following closeout documents?

- * 1.The countersigned copy of the grant award/amendments
☒ Yes
☐ No
☐ N/A
- * 2.Cost-share/match requirements/met in accordance with the award
☒ Yes
☐ No
☐ N/A
- * 3.Indirect costs consistent with the award
☒ Yes
☐ No
☐ N/A
- * 4.Suspended/disallowed costs resolved
☒ Yes
☐ No
☐ N/A
- * 5. Government property accounted
☒ Yes
☐ No
☐ N/A
- * 6. Patents/royalties/invention submitted, if applicable
☒ Yes
☐ No
☐ N/A
- * 7.Advance/excess payments returned
☒ Yes
☐ No
☐ N/A
- * 8. Final SF-270(if applicable) received & forwarded to Finance
☒ Yes
☐ No
☐ N/A
- * 9. Final financial reports (SF-269/SF-272/SF-425) received forwarded to Finance
☒ Yes
☐ No
☐ N/A
- * 10. Final performance certification/report received & accepted
☒ Yes
☐ No
☐ N/A
- * 11.File purged of unneeded and duplicate correspondence
☒ Yes
☐ No
☐ N/A

Attachments:

Name	Short Description	Created Date	Internal Use Only	Remove
Attachment.docx	Attachment description	11/13/2017 04:05:23 PM	No	Remove

Download All [Large File Guidance](#)
Add new Attachment: [\[+\]](#)
Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.

Grants Officer: _____ Signature Date: _____

Save **Save and Start Workflow** **Cancel**

11. To complete the closeout process, the Grants Specialist should choose the **Forward Checklist to Grants Officer** option from the Action dropdown menu. Click the **Submit** button to complete the task.

Closeout Checklist - NA18NOS4810020

Id: 2686959
Status: GrantsSpecialistActions - Not Started

Action: Please select an action ▼ **Submit**

Your Comments: Please select an action
Forward Checklist to Grants Officer
Review Closeout Checklist

Spell Check

Save Comment

12. The screen below shows the **Review GMD Closeout** task in the Grants Officer's Inbox. Click the **View** button on the line for that task.

Your Tasks

Document Type: All ▼ Status: Open ▼ Apply Filter >>

23 items found, displaying all items.1

View	Award Number	Document Type	Task Id	Task Name	Task Status	Task Received Date	Total Federal Funding	Approved Federal Funding	Start Date	Completed Date	Document Id	Applicant Name
View	NA18NOS4810020	Closeout Checklist	5612383	Review GMD Closeout	Not Started	11/13/2017	\$250.00	\$250.00			2686959	ECO-KINETIC, LLC
View	NA18NOS4820009	Award File	5610524	Review Award File	In Progress	10/18/2017	\$800.00	\$500.00	10/18/2017		2686606	SAVANNA PALLETS, INC.

13. When appropriate, the Grants Officer should choose the **Review Closeout Checklist** option and when satisfied that all tasks have been complete, choose the **Close Award** option from the Action dropdown menu. Click the **Submit** button.

Closeout Checklist - NA18NOS4810020

Id: 2686959
Status: GrantsOfficerActions - Not Started

Action: Please select an action **Submit**

Your Comments: Please select an action
Close Award
Return Closeout Checklist
Review Closeout Checklist

Spell Check

Save Comment



NOTE: This step cannot be reversed.

14. This completes the Award Closeout. If the user navigates to the Grants File, the Status is "Closed" and the Closeout Date is displayed as shown in the screen image below.

Grants File - NA18NOS4810020

Id: 2686913
Status: Closed

Action: Please select an action **Submit**

Your Comments:

Spell Check

Save Comment

Attachments:

Grant Information

CFDA Number: 11.481	Award Period: 10/01/2017 - 11/06/2017	Program Office: NOS National Center for Coastal Ocean Science (NCCOS)
Program Officer: Ana Holt	Program Officer Phone: 301-444-2746	Program Officer Email: testemail@msg2.rdc.noaa.gov
Grants Specialist: Alan Conway	Grants Specialist Phone: 301-628-1310 EXT-	Grants Specialist Email: testemail@msg2.rdc.noaa.gov
Total Federal Funding: \$250.00	Total Non Federal Funding: \$0.00	Multi-Year: No
Organization Name: ECO-KINETIC, LLC	ASAP Recipient: No	High Risk Recipient: No
DBA Name: null	Project Title: Closeout Processing Document - Ana Holt	
SF-425 Frequency: Interim Reports Not Required - Not ASAP - Use SF-270 - Final Full Report Required	Progress Report Frequency: Semi-Annually	Final Progress Report: Comprehensive - a last interim report is required
Final Reports Due On: 02/04/2018	Closeout Date: 11/29/2017	
PIs - PDs: None Designated		

Override Options

On occasion, the Grants Specialist will need to Initiate Closeout with the Override GMD Policy option. The circumstances for which an override will be necessary are as follows:

- The Grantee did not or cannot submit the Final Performance Progress Report
- The Grantee did not or cannot submit the Final Federal Financial Report
- An Award Action Request (AAR) was not completed, for example if the AAR was not accepted by the Grantee
- There is an Award File in Progress and the Grant has expired

NOTE: Once the Grants Specialist has started the Override option, the Grantee will not be able to submit the Final reports via Grants Online. Any additional reports can be uploaded as an attachment to the Grants File by the Grants Specialist.

In the case of an AAR that was not completed, any open actions will be labeled “Terminated” upon closeout.

Initiate Financial Closeout - Override Option

1. There is no task to initiate the Financial Closeout of an Award. To commence the Financial Closeout, search for the appropriate Award and navigate to the Grants File launch page.
2. From the Grants File launch page choose **Initiate Financial Closeout – Override GMD Policy** from the Action dropdown menu and click the **Submit** button.

The screenshot displays the 'Grants File - NA18GOT9980034' interface. It includes fields for 'Id: 2693590' and 'Status: Accepted'. Below these, there is an 'Action:' dropdown menu and a 'Submit' button. The dropdown menu is open, showing a list of actions. The option 'Initiate Financial Closeout - Override GMD Policy' is highlighted in blue. Other visible options include 'Please select an action', 'Create Administrative Amendment', 'Create Award Action Request', 'Create Enforcement', 'Create SF270', 'Initiate Manual Closeout - Override GMD Policy', 'Request Extension to Closeout', 'Submit Additional Closeout Documents', 'Submit Satisfied Special Award Conditions', 'View Accounting Details', and 'View/Manage Award-related Personnel'.

3. The Financial Closeout screen displays. The screen lists the policy issues that require the override process. Enter the Justification for Overriding GMD Policy and click the **Save** button.

Financial Closeout : NA18GOT9980034

Policy Issues:

Final Progress Report has not been accepted
Final Financial Report has not been accepted and will be terminated

Justification for Overriding GMD Policy: *

Final reports not submitted. Performing override.
Enter justification here.

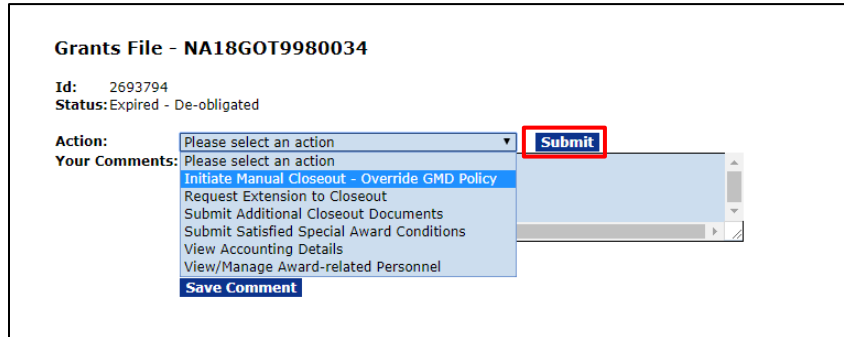
Justification entered by: NOAA Grants Specialist-GOT
Date: 01/16/2018 10:46:33 AM EST

Save **Cancel**

4. To continue with the process, reference steps 6 - 16 in the [Initiate Financial Closeout](#) section.

Initiate Administrative (Manual) Closeout - Override Option

1. There is no task to initiate the Administrative (Manual) Closeout of an Award. To commence the Administrative (Manual) Closeout, search for the appropriate Award and navigate to the Grants File launch page.
2. From the Grants File launch page choose **Initiate Manual Closeout – Override GMD Policy** from the Action dropdown menu and click the **Submit** button.



Grants File - NA18GOT9980034

Id: 2693794
Status: Expired - De-obligated

Action: Please select an action

Your Comments: Please select an action

Initiate Manual Closeout - Override GMD Policy

Request Extension to Closeout

Submit Additional Closeout Documents

Submit Satisfied Special Award Conditions

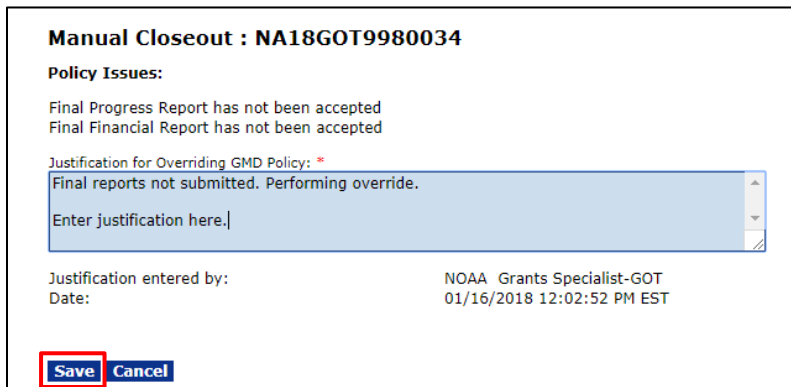
View Accounting Details

View/Manage Award-related Personnel

Save Comment

Submit

3. The Manual Closeout Policy Issues screen displays. The screen lists the policy issues that require the override process. Enter the Justification for Overriding GMD Policy and click the **Save** button.



Manual Closeout : NA18GOT9980034

Policy Issues:

Final Progress Report has not been accepted
Final Financial Report has not been accepted

Justification for Overriding GMD Policy: *

Final reports not submitted. Performing override.

Enter justification here.

Justification entered by: NOAA Grants Specialist-GOT
Date: 01/16/2018 12:02:52 PM EST

Save Cancel

4. To continue with the process, reference steps 6 - 14 in the [Initiate Administrative \(Manual\) Closeout](#) section.

